Multi-Factor Authentication: TEL/SMS Initial Setup Guide

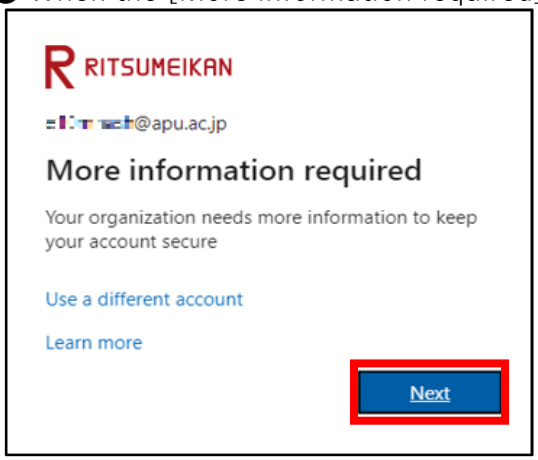
This is a manual for registering a phone number and setting up using voice or SMS.

STEP.1 Initial Setup for Multi-Factor Authentication

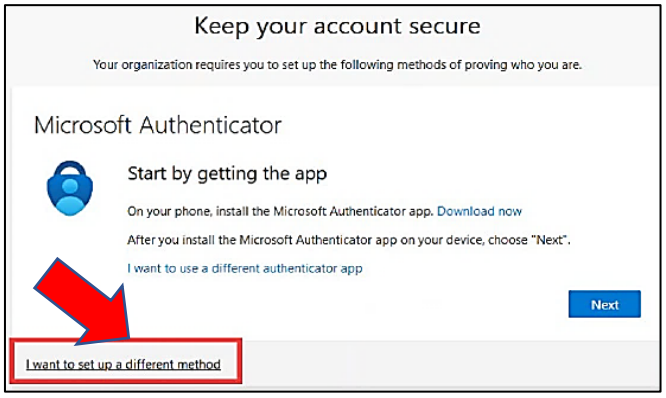
Operating on a computer

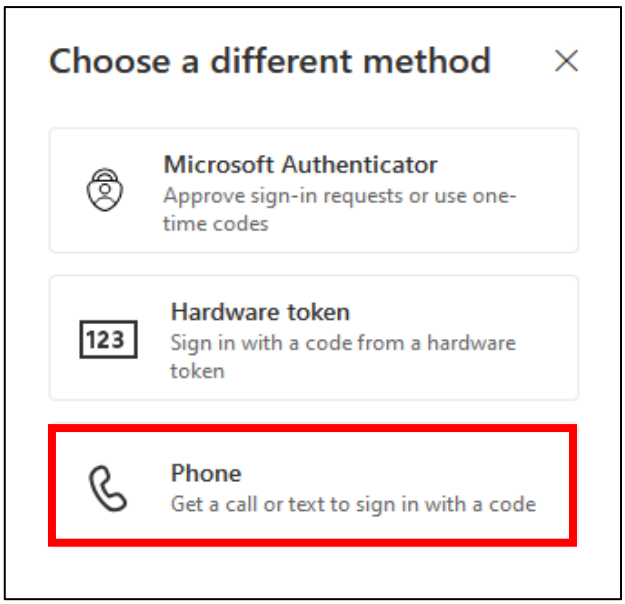
❶ Using a web browser to sign in to the Multi-Factor Authentication page (**https://aka.ms/mfasetup**) with your APU email address and password.

❷ When the [More information required] screen appears, click [Next].

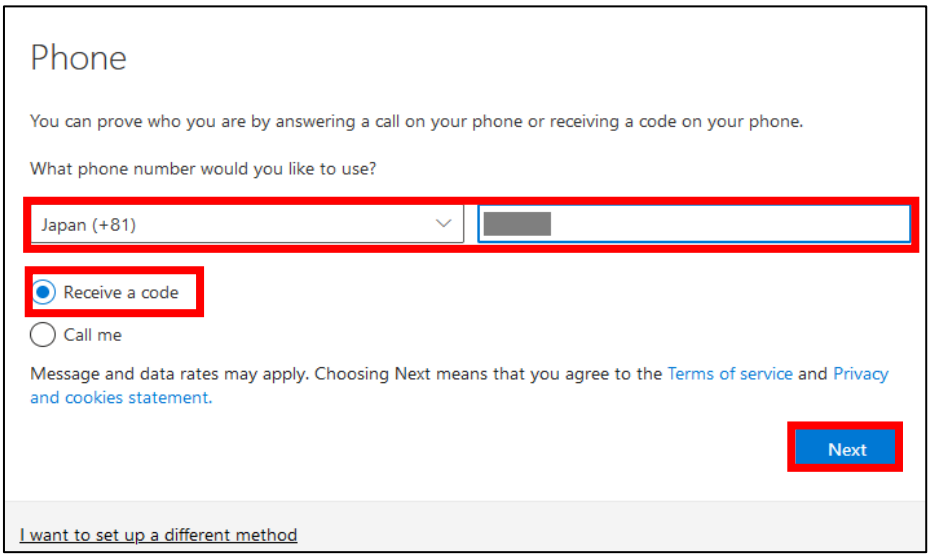


❸ When the [Keep your account secure] screen appears, **in this manual we will set up an authentication method that uses TEL/SMS, so click [I want to set up a different method]**, select [Phone] on the next screen.



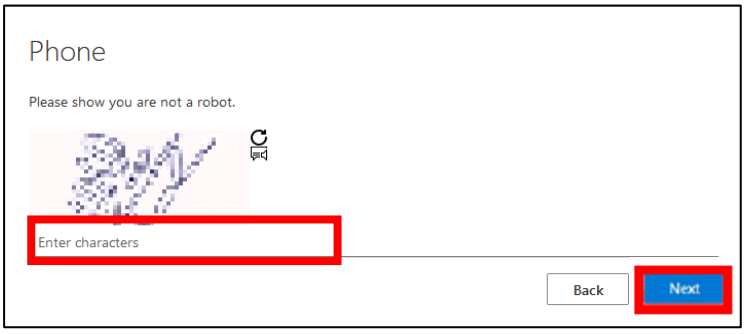


❹ Select your country/region, enter your phone number. Select [Receive a code], and click [Next].



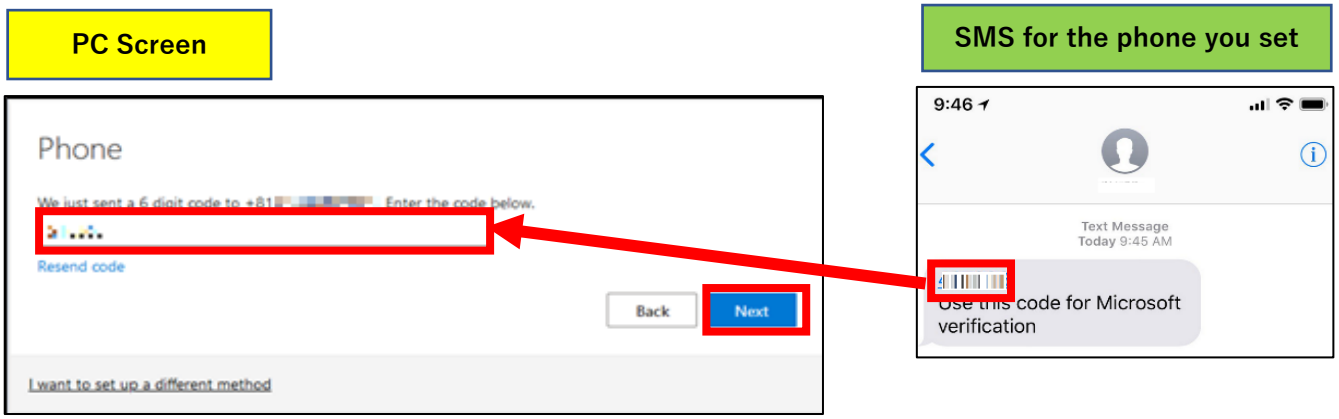
If short message (SMS) is not available, please select [Call me].

If the reCAPTCHA screen appears, please enter the characters shown on the screen, click [Next]. (Case sensitive.)



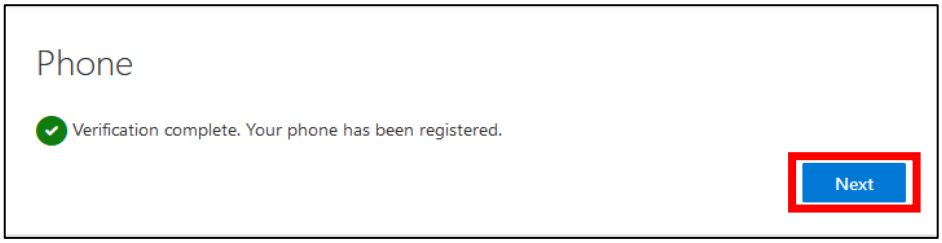
❺ The message [We just sent a 6 digit code to xxxxxx (phone number). Enter the code below.] will be displayed, and a short message (SMS) will be sent to the phone number you set.

You'll get a code in a text message on your phone. Enter that code where it asks you to, click [Next].

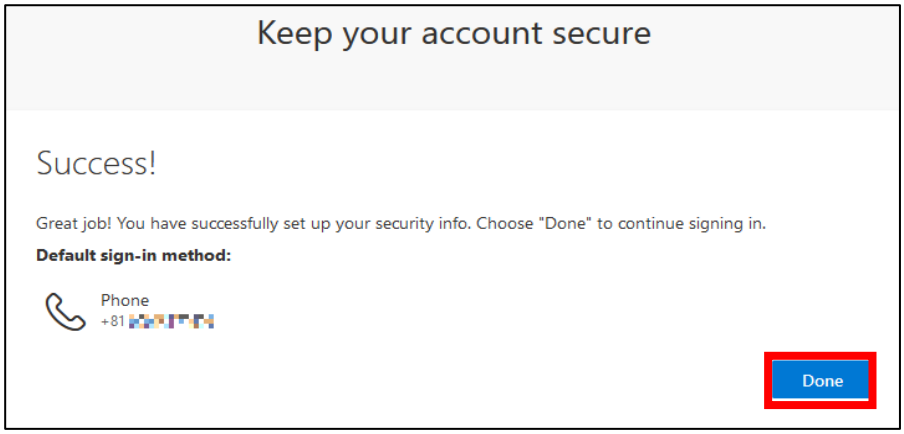


If you selected [Call me] in ❹, answer the call and follow the voice guidance.

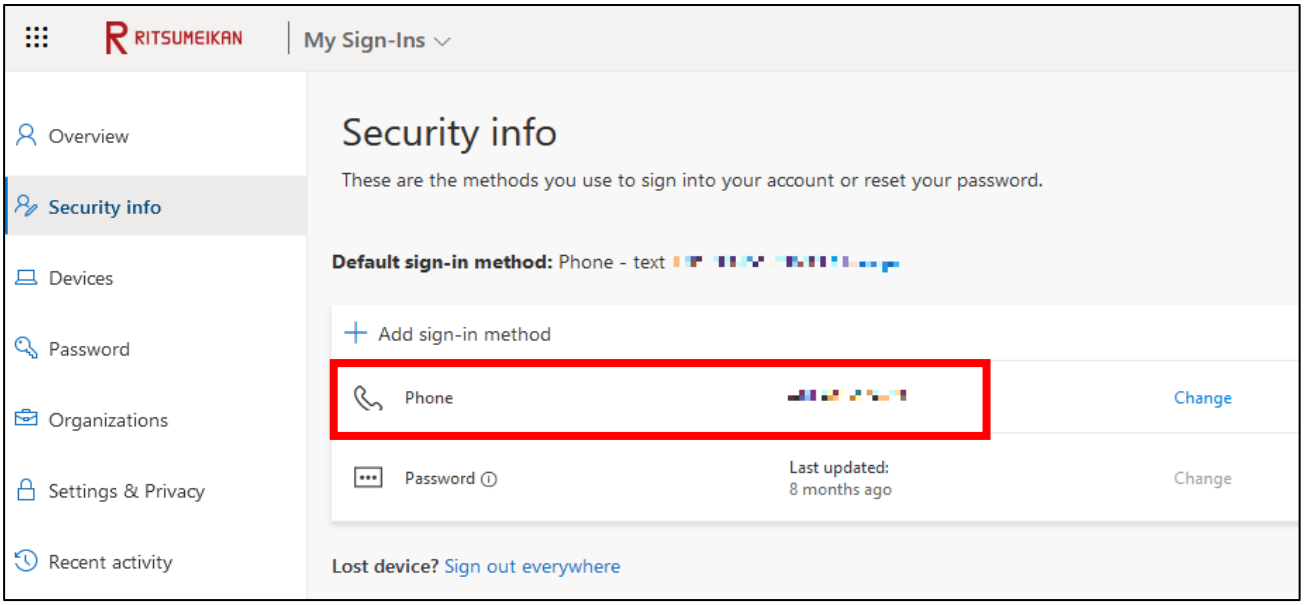
❻ When you see the message [Verification complete. Your phone has been registered.] click [Next].



❼ When the [Success!] screen appears, the setup is complete. Click [Done].



❽ Verify that your phone has been added to the [Security info] screen.



❗To reduce security risks, we recommend using an authentication app.

We recommend adding authentication using Microsoft Authenticator on your smartphone or OTP software on your PC.

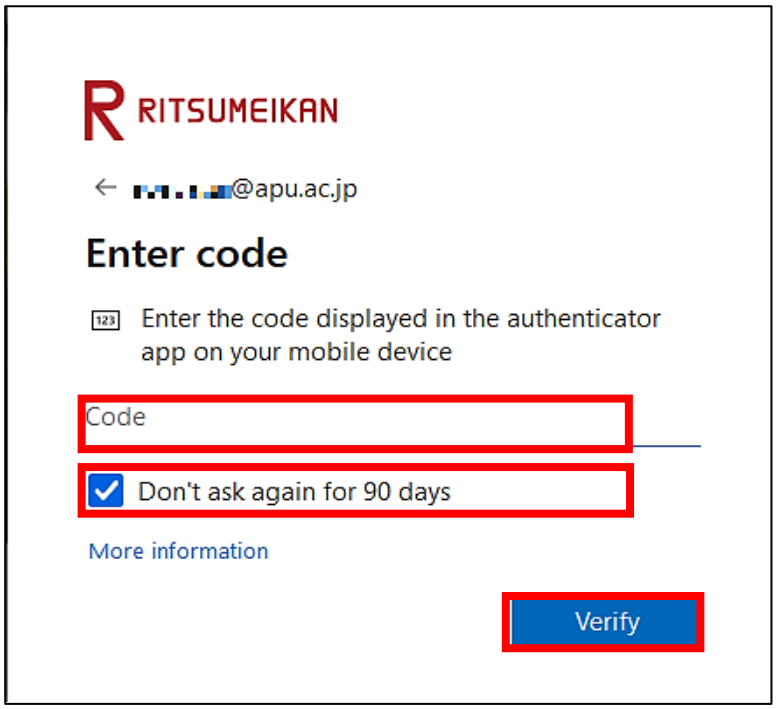
STEP.2 How to sign in after initial settings

After completing STEP.1, you will be able to use the service starting the next day.
If you need to sign in via MFA again, please follow the steps below.

Multi-Factor Authentication is required when signing in from an off-campus network such as at home, a public Wi-Fi network, or a mobile phone network.

❶ Enter your APU email address and password on the university's authentication screen, and click [Sign in].

❷ The message [Enter code] will be displayed and a short message (SMS) will be sent to the phone number you set.
Enter the verification code received via SMS in the code input field displayed on your computer and click the [Verify] button.



❗If you selected [Call me] in STEP 1-❹, answer the call and follow the voice guidance to sign in.

❗You can remember Multi-Factor Authentication information as follows.
・Web browser: 90 days if you check [Don't ask again for 90 days] when signing in.
・Desktop application: One-time authentication for a long period of time regardless of the above
*Some desktop applications behave the same as web browsers